



## OFFICE OF INJURED EMPLOYEE COUNSEL

### Austin Central Office (Metro)

7551 Metro Center Drive, Suite 100, Austin, Texas 78744

(512) 804-4170 | F: (512) 804-4181 | [oiec.texas.gov](http://oiec.texas.gov) | @OIEC

The Office of Injured Employee Counsel does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to staff in the application area.

Our mission is to assist, educate, and advocate on behalf of the injured employees of Texas.

#### Veteran's Preference:

In order to receive a veteran's preference for this position, the following documents, as applicable, **MUST** accompany the State of Texas application:

- a copy of the DD-214;
- a statement of compensation from the Veteran's Administration; or
- a copy of the DD1300.

Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: 92, OS, 205, 7380

Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.state.tx.us/compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.state.tx.us/compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

### **Current Opportunity:      Facilities/Operations Manager**

We are looking for a **Facilities/Operations Manager** to oversee facility operations and provide support services at our central office and twenty field offices. You would be responsible for coordinating and assisting with office moves and property inventory. You would be overseeing the risk management and safety programs. The Facilities/Operations Manager will provide back-up to the budget manager and produce monthly workload reports. You must be an expert in Excel, detail oriented, and a great communicator.

#### **This position:**

- oversees facilities, IT liaison, property inventory control and risk management;
- analyzes internal processes and recommends and implements procedural or policy changes to improve operations;
- prepares and implements the agency's Risk Management and Safety Programs, including coordination of the agency's disaster and business continuity plan;
- manages the agency property management records, including conducting the annual property inventory;
- facilitates space assignments and moving of personnel and equipment;
- prepares specifications to secure lease contracts for field offices, including administering the contracts throughout the term of the lease and coordinates furnishings and equipment requirements and space needs for agency field offices;
- ensures effectiveness and efficiency of Support Services through improvements as well as coordination and cooperation between the agency and the Texas Department of Insurance, Division of Workers' Compensation;
- prepares and reviews operational and special reports;
- collaborates and communicates detailed information;
- provides back-up to the agency budget manager and creates monthly workload reports/quarterly performance measures (data entry); and
- assists in special projects.

#### **Qualifications:**

Graduation from an accredited four-year college or university. Experience relevant to position requirements may be substituted for education on a year-for-year basis.

#### **Additionally, this position requires:**

- two years' experience in facilities/operations work, which may include support services, budget, property inventory, or risk management and safety programs.



## OFFICE OF INJURED EMPLOYEE COUNSEL

### Austin Central Office (Metro)

7551 Metro Center Drive, Suite 100, Austin, Texas 78744

(512) 804-4170 | F: (512) 804-4181 | [oiec.texas.gov](http://oiec.texas.gov) | @OIEC

#### **Additionally, this position prefers experience in:**

- State of Texas agency reporting requirements (i.e. strategic plans, legislative reports and fiscal notes);
- Automated Budget and Evaluations System of Texas (ABEST);
- State of Texas agency facilities work; and
- fiscal/budget techniques and practices.

#### **This position requires demonstrated knowledge of:**

- office practices; and
- advanced level of Microsoft Word and Excel;

#### **This position requires demonstrated skill in:**

- coordinating activities;
- critical thinking; and
- working effectively across multiple groups and areas.

#### **This position requires the demonstrated ability to:**

- study and evaluate programs and propose recommendations;
- analyze and solve work problems;
- organize multiple tasks simultaneously;
- gather, assemble, correlate, communicate facts; and
- communicate effectively, verbally and in writing, with all levels of employees and the public.

#### **Benefits:**

- 100% paid health coverage; and part of premiums for dependents;
- dental coverage, disability, term life and AD&D;
- earn 96 hours of sick leave and a minimum of 96 vacation hours per year;
- [state holidays](#);
- state matched retirement contributions;
- supplemental retirement plans: 457, 401K (Roth option for both plans); and
- flexible work hours; and compressed work weeks.

***OIEC will conduct a criminal background check on all final candidates. An applicant who has been convicted of a criminal offense relevant to the position may be disqualified from employment.***

Send State of Texas application to [OIECInbox@oiec.texas.gov](mailto:OIECInbox@oiec.texas.gov)

#### **Job Details:**

Opening Date:	10/21/2016
Functional Title:	Facilities/Operations Manager
Classification Title:	Program Specialist II
Status:	Internal/External – OIEC Employees and the General Public
Application Deadline:	Until Filled
Pay Group:	B18
Monthly Salary:	\$4,166.67
Annual Salary:	\$50,000.04
Job Posting Number:	17-057
Location:	7551 Metro Center Drive, Suite 100, Austin, TX 78744
Travel Required:	15%